Configuring Workstations for use with the PARS II System

6/6/2012

1 PROCEDURES

1.1 Introduction

Most users will be comfortable with contacting their IT Helpdesk for completing the instructions below. However, if you have Admin rights on your workstation, and are comfortable with making configuration changes to it, you may follow these directions yourself.

1.2 Installation of ActiveX Control

WINDOWS XP

1. Log onto the workstation to be configured using an ID/Password that can perform administrative functions on that workstation (e.g. Install software, add Active-X controls). Note that administrative access is only required for initial workstation configuration, not ongoing operation of the PARS II application.
2. Check hardware, software and network requirements as identified in section 2 below. Less than minimum requirements are unsupported and can mean unpredictable results.
3. Using Microsoft Internet Explorer 8, open this link: https://pars2.doe.gov/PARS2/SSSTemp/wfSSSXlsView.aspx?RPTID=1000000
4. There will be the thin yellow bar at the top of the application window:"This website wants to install the following add-on" 'Dekker, Ltd.' From 'Dekker, Ltd.'. If you trust the website and the add-on, and want to install it, click here". Install the Add-On, "…for all users on This Computer". Note: This website has been Certified and Accredited by DOE, and is safe to install controls deployed from this site.
5. You may receive one or more "Internet Explorer Security Warning" popup windows advising that "The software you are installing has not passed Windows Logo testing to verify its compatibility with Windows XP.". Click on "Continue Anyway" every time this popup appears.
6. The required Active-X control from Dekker will have been installed and the workstation should now display a confirmation Excel report, possibly with an Excel macro security warning.
7. Close Excel, click [no] to the question about saving the spreadsheet.
8. Close all IE8 windows which have opened during the install process.
9. Refer to section 1.3 below for additional instructions on Excel macro security.

WINDOWS7 (32-bit and 64-bit)

1. Log onto the workstation to be configured using an ID/Password that can perform administrative functions on that workstation (e.g. Install software, add Active-X controls). Note that administrative access is only required for initial workstation configuration, not ongoing operation of the PARS II application. Depending on local security group policies, it may be required that the OS account of the end user who will run PARS2 reports will need to have its privileges temporarily elevated to administrator for the ActiveX installation. This varies from site to site; please check with your site IT support personnel for more information.
2. Check hardware, software and network requirements as identified in section 2 below. Less than minimum requirements are unsupported and can result in unpredictable results.
3. Windows7 64-bit users *must* use the 32-bit version of IE8 (this is the shortcut *not* labeled 64-bit).
4. Internet explorer *must* be started by right-clicking on IE and choosing "Run as Administrator"
5. Click "Yes" when prompted by a window that starts "Do you want to allow the following Program to make changes to this computer?".
6. Using Microsoft Internet Explorer 8, open this link: https://pars2.doe.gov/PARS2/SSSTemp/wfSSSXlsView.aspx?RPTID=1000000
7. A yellow bar at the top of the browser will display this message - "To help protect your security, Internet Explorer has restricted this site from showing certain content. Click here for options"
8. A box in the browser window will display - "Click here to install the following ActiveX control: 'Dekker, Ltd.' From 'Dekker, Ltd.'…"
9. Right-click on the second message and select "Install This Add-on for All Users on This Computer…"
10. A box pops up with a message that begins "Do you want to install this software?". Click on "Install"

11. You should see Microsoft Office Excel open a new spreadsheet confirming that you have successfully installed the Dekker, Ltd. ActiveX Control.

1.3 Set MS Office Macro Security to Allow Digitally Signed Content from Application Vendor

Microsoft Office Excel 2010 (32-bit)
1. Start Microsoft Office Excel 2010.
2. Click on the "File" tab on the upper left.
3. Click on the "Options" menu on the lower left.
4. On the left Navigation Bar, click on "Trust Center".
5. On the right, click on "Trust Center Settings".
6. On the left Navigation Bar, click on "Macro Settings".
7. Click on the Radio Button "Disable all macros except digitally signed macros".
8. Click on [OK].
9. Exit Excel.
10. After Installing the Dekker, Ltd. ActiveX control, log in to PARS II and run the "Project Overview".
11. The report will appear with a yellow warning below the ribbon "Security Warning Some active content has been disabled. Click for more details"
12. DO NOT Click on the "Enable Content" button
13. Click on the "File" tab, upper left, above the ribbon
14. Locate the "Security Warning" section in the Info menu which says "Active content might contain certain viruses and other security hazards. The following content has been disabled – Macros. You should enable content only if you trust the contents of the file"
15. Click on the arrow under "Enable Content".
16. Select "Advanced Options".
17. "Security Alert – Macros & ActiveX" window appears
18. Click on the Radio Button "Trust All documents from this publisher".
19. Click on [OK].
20. Verify that the report is now displaying correctly without a security warning bar.

Microsoft Office Excel 2007
1. Start Microsoft Office Excel 2007.
2. Click on the MS Office icon in the upper left-hand corner of the Excel application window.
3. Click on the [Excel Options] button at the bottom.
4. On the left Navigation Bar, click on "Trust Center".
5. On the right, click on "Trust Center Settings".
6. On the left Navigation Bar, click on "Macro Settings".
7. Click on the Radio Button "Disable all macros except digitally signed macros".
8. Click on [OK].
9. Exit Excel.
10. Logon to PARS II
11. Click on "All Reports", then "SSS Reports".
12. Click on the "+" sign to expand the PARS Reports folder.
13. Click on "2A Project Summary by Program".
14. Click View and wait for Excel to open – ignore data values within sheet.
15. If there is a Security Warning bar directly under the Office tool bar, click the Options button
16. A "Security Alert - Macros & ActiveX" screen will open, requesting a decision on whether to trust content from the application vendor.
17. Select "Trust all documents from this publisher"
18. Click OK.
19. Close Excel.
20. View the report again and verify that the report is displaying correctly without a security warning bar.

Microsoft Office Excel 2003
1. Start Microsoft Office Excel 2003.
2. Click on the Tools menu item.
3. Select Macro.
4. Click on the Security tab.
5. Click on Security Level and select Medium.
6. Click OK to close the Security screen.
7. Exit Excel.
8. Logon to PARS II.
9. Click on "All Reports", then "SSS Reports"
10. Click on the "+" to expand the PARS Reports folder.
11. Click on "2A Project Summary by Program".
12. Click View and wait for Excel to open – ignore data values within the sheet.
13. If there is a Security Warning bar directly under the Office tool bar, click the Options button.
14. A "Security Alert - Macros & ActiveX" screen will open.
15. Select "Trust all documents from this publisher".
16. Click OK.
17. Close Excel.
18. View the report again and verify that the report is displaying correctly without a security warning bar.

2 HARDWARE, SOFTWARE AND NETWORK REQUIREMENTS

- Minimum 1280 X 1024 Display (Monitor and Graphics card)
- 2Gb memory
- 2 CPU cores at 2.5 GHz or 1 CPU core at 3+ GHz
- MS Windows XP or Windows7 (32- or 64-bit versions) any edition (e.g. Home, Professional, Ultimate)
- MS Internet Explorer 7 or 8. Windows7 64-bit users *must* use the 32-bit version of IE8.
- MS Word and MS Excel – 2003, 2007 or 2010 (32-bit)
- Network connectivity to https://pars2training.doe.gov/ and https://pars2.doe.gov/ for web and transfer of Excel spreadsheets (with embedded macros)

3 VERIFYING PARS II ACTIVEX CONTROL VERSION

1. Open Windows Explorer
   a. On the Windows XP Desktop: Click START > PROGRAMS > ACCESSORIES > WINDOWS EXPLORER
   b. On the Windows 7 Desktop: Click START > ALL PROGRAMS > ACCESSORIES > WINDOWS EXPLORER
2. Go to C:\WINDOWS\DOWNLOADED PROGRAM FILES
   a. Both Windows XP and 7: In Windows Explorer, double-click on "My Computer", then the "C:" drive, then the "WINDOWS" directory, then the "Downloaded Program Files" directory
3. Check the version of the ActiveX Control
   a. In Windows XP: Right-click on DkrSSSWebControl8.DkrSSSWebControl, select "Properties", click on "Versions" Tab, verify that "Version" is "8,2,0,1"
   b. In Windows 7: Right-click on DkrSSSWebControl.ocx, select "Properties", click on "Details" Tab, verify that "File Version" is "8.2.0.1"

4 ADDITIONAL HELP

4.1 PARS II Helpdesk

- By Telephone
  - DC Metro Area – 301-903-2500
  - Nationally – 1-866-834-6246
  - Once connected, select option 4, then option 5
- By Email
  - i-Manage.eas@hq.doe.gov

4.2 PARS II Website

- The PARS II website is a good source of help and information about PARS II
- http://www.management.energy.gov/online_resources/pars2.htm

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Change Control Page

The change control page is used to record information about the changes (i.e., additions, modifications, deletions) that have been made to this document.

Revision Date	Section & Title	Page Numbers	Summary Of Changes	Author
7/26/2010	All	All	Initial Document	B. Schwalm
7/27/2010	Document title, page numbering, Sections 2.1, 2.2 and 3.1	All	Format and content changes	B. Schwalm
8/3/2010	1.3 Set MS Excel Macro Security to Allow Digitally Signed Content from Dekker, Ltd	2	Added Excel 2003 instructions	B. Schwalm
8/4/2010	All	All	Various format and spelling changes. Removed all references to "Dekker, Ltd."	B. Schwalm
9/14/2010	1.2	1 and 2	Added Windows 7 ActiveX instructions	B. Schwalm
9/14/2010	1.3	3	Revised MS Excel 2003 instructions	B. Schwalm
6/16/2011	3	3 forward	Added section for verifying ActiveX Control Version	B. Schwalm
6/6/2012	1.3 2	2 3	Revised Microsoft Office Excel 2010 (32-bit) Version Requirements Revised Hardware, Software and Network Requirements	M. Cree